

NOTICE OF VACANCY
March 2, 2021

POSITION: Building Inspector

DEPARTMENT: Inspectional Services

SALARY RANGE: PR4 \$58,993.50 - \$65,137.80

HOURS: Monday – Friday 8:30am to 5:00pm
Emergency calls after hours

Statement of Duties: Position is responsible for enforcing applicable state laws, and local by-laws and code regulations pertaining to building, environmental, handicap accessibility, planning, zoning, signage, and nuisances. Employee is required to perform all similar or related duties.

Supervision Required: Employee works under the general supervision of the Assistant Building Commissioner and or Director of Inspectional Services. Employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to ensure that completed work and methods used are technically accurate and that instructions are being followed.

Supervisory Responsibility: Employee is not responsible for the regular supervision of employees. Oversees the work of contractors and insurance representatives at emergency situations to ensure public safety.

Confidentiality: In accordance with the state public records law, the employee does not have regular access to confidential information of the department.

Accountability: Consequences of errors or poor judgment may include missed deadlines, delay or loss of service or payment, monetary loss, legal repercussions, personal injury, danger to public health/safety, and/or adverse public relations.

Recommended Minimum Qualifications:

Education and Experience: Must have an Associate's Degree or journeyman's level of knowledge in building construction or a related trade field; three to five (3-5) years of construction experience; or an equivalent combination of education and experience.

Special Requirements: A candidate for this position is required to have a valid class D Motor Vehicle Operator's license, Construction Supervisor's license, and be a Certified Local Inspector or be able to obtain state certification within 12 months. Bilingual proficiency in Portuguese or Spanish and bicultural experience desirable.

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